

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 43-2013

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: OBO Mechanical Engineer Inspector

OPENING DATE: December 19, 2013

CLOSING DATE: January 13, 2014

WORK HOURS: Full-time; 48 hours/ week (Monday-Saturday)

GRADE: \*Not-Ordinarily Resident: FP--05 (To be confirmed by Washington)

\*Ordinarily Resident: FSN Grade 10

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR "NOT-ORDINARILY RESIDENT" BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Mechanical Engineer Inspector. The position is located in the Office of Overseas Building Operations (OBO) and reports to the OBO Project Director (PD). The PD is the employee's Contracting Officer's Representative (COR).

## FUNCTIONS OF POSITION:

Develop and maintain a detailed working knowledge of all technical requirements of the Rainwater Capture construction project.

Assist in the development and management of the Contracting Officer's Representative's (COR's) quality assurance plan. Perform inspections for quality assurance of the contractor's quality control program to ensure construction quality and contract compliance.

Review contractor submittals and proposed substitutions and advise as to their acceptability.

Identify engineering problems involving both design and construction issues and formulate solutions and recommendations for their resolution.

Review and evaluate contractor design calculations, prepare responses to contractor's requests for information, review requests for equitable adjustments, and prepare cost estimates.

Prepare draft scopes of work for modifications and change orders to the construction contract.

Assist in the review of monthly pay estimates.

Provide timely notification of potential schedule slippage and recommend corrective actions.

Inform the COR of any occurrence whereby the Government may be found liable for possible claim action by the contractor.

Prepare entries for the project daily log and reports.

Assist the COR in assuring that the project site remains an accident and drug free workplace.

Ensure the contractor is maintaining correct as-built documentation.

Ensure materials are stored in acceptable condition and controlled properly.

Utilize computerized management information systems in the performance of services, as required.

Observe the execution of construction to ensure adherence to approved drawings and specifications; inspect construction workmanship, materials, methods, and equipment; and report to his/her supervisor as to the conformity or non-conformity to the approved drawings and specifications.

Perform other duties in the field of Mechanical Engineering as may be assigned by the COR.

May be assigned to travel to other posts temporarily to resolve professional/technical problems as may be required; however, employee may decline without prejudice assignments to posts officially designated as "hazardous duty post", e.g., war zones.

Work requirements shall in general consist of eight hours per day, six days per week for a maximum work week requirement of 48 hours.

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Possession of a Bachelor of Science degree or higher in mechanical engineering is required.
2. **Experience:** Three to four years of progressively responsible experience in mechanical engineering performing inspection, supervision, or management for construction projects of highly technical and complex buildings or facilities, including project and schedule analysis.
3. **English Ability:** Level 4 (fluent) in written and spoken English Language is required.
4. **Other Criteria:** Must possess a professional knowledge of engineering principles, methods, and procedures. Must be able to learn and consistently apply information and procedures defined in the Overseas Buildings Operations Construction and Commissioning Guidebook. Must have in-depth knowledge of local building and construction codes. Must know safety practices applicable to the construction industry and local safety laws.
5. **Other Skills:** Must be able to prepare consistent written reports. Must be able to read and correctly interpret technical drawings, specifications, and safety requirements. Must be able to use Microsoft Excel and Word and to operate digital camera. Must have a professional engineer's license or local credentials for mechanical engineering.
6. **Interpersonal skills:** Must have excellent interpersonal and communications skills to be able to negotiate with the local municipality or contractors and gain team cooperation at work with staff and contractors.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Mechanical Engineer Inspector)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076-515-075

NOTE: Only short listed applicants will be contacted.

#### DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American

USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 13, 2014

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.